

## JOB POSTING REQUEST FORM

| JOB DETAILS                                       |   |
|---|---|
| Reference #                                       | CP-477-2022   |
| Company Name                                      | Cummins Filtration  |
| Industry  | Manufacturing   |
| Vacancy   | Data Quality Analyst  |
| Number of vacancies for that position             | 1   |
| Job Type ( <i>FT, PT, Contractual, Seasonal</i> ) | Full time job   |
| Major(s)  | Computer Science  |
| Degree  | College, university, or equivalent degree in statistics, information systems or related field required  |
| Years of Experience                               | 2-3 years   |
| Location  | Zouk Mosbeh   |
| Remuneration & Benefits                           | Basic salary: based on qualifications, Transportation, yearly performance allowances.<br>NSSF, Medical insurance, Life and personal accident insurance.<br>Annual leaves, sick leaves, wedding leave, paternity leave/maternity leave, death leave.   |
| Currency (LBP, Dollar, Lollar)                    | Dollar  |
| Tasks & Responsibilities                          | <ul style="list-style-type: none"> <li>Leads the quality and integrity of the data within the assigned functional area.</li> <li>Serves as an expert on data quality tools.</li> <li>Conducts data profiling for data.</li> <li>Develops Key Performance Indicators (KPIs) to measure data quality.</li> <li>Creates and executes action plans to resolve data quality issues.</li> <li>Maintains existing rules and develops new rules to support a robust data quality process.</li> <li>Escalates issues and critical conflicts in a timely fashion.</li> <li>Identifies and mitigates data quality risks.</li> <li>Reports data quality risks and KPI measurement statistics to data governance council.</li> </ul> |

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- Manages metadata and data standards to ensure adherence, working closely with IT.
- Coordinates activities of data stewards located within the business, working closely with the business process owner.
- Supports business data analysis and proposal creation as a member of a data governance council.
- Guides the business to prepare data.
- Leads initial data exploration steps (binning, pivoting, summarizing and finding correlations, for example).
- Catalogues business attributes to enable data discovery.
- Coaches business to establish and enforce guidelines for data collection, integration and processes.
- Leads data and systems analysis as required to support data governance processes. Understands data governance roles and processes, and ensures that they are followed.
- Prepares and presents communications to leaders and stakeholders.

**Skills**

- Data Literacy - Expresses data in context, including data sources and constructs, analytical methods and applied techniques; describes the use-case application and resulting value.
- Data Profiling - Assesses data issues and cleansing requirements to perform data extraction, mapping, collection, and testing; establishes good, quality data.

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- Data Governance - Assures definition, ownership, metadata management, and security for Cummins data.
- Data Communication and Visualization - Constructs a tale of the business problem, root cause, solution options, and opportunities through illustrating data visually, including reports and dashboards.
- Data Analytics - Discovers, interprets and communicates qualitative and quantitative data; determines conclusions relying on knowledge of business or functional frameworks; simultaneously applies statistics, data validity, data visualization, and problem solving approaches to effectively extract meaningful patterns and business insights; presents conclusions and outcomes that enable data driven business decisions.
- Data Quality - Identifies, understands and corrects flaws in data that supports effective information governance across operational business processes and decision making.
- Data Mining - Extracts insights from data by identifying relationships and patterns through use of a suite of data exploration and data visualization techniques to understand the underlying structure of the data and enable sound conclusions upon model building.
- Data Modeling - Creates, writes and tests data models, test scripts and build scripts using industry standards and tools, version control,

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and build and test automation to meet business, technical, security governance and compliance requirements.

- Customer focus - Building strong customer relationships and delivering customer-centric solutions.
- Communicates effectively - Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- Interpersonal savvy - Relating openly and comfortably with diverse groups of people.
- Collaborates - Building partnerships and working collaboratively with others to meet shared objectives.
- Manages ambiguity - Operating effectively, even when things are not certain or the way forward is not clear.
- Balances stakeholders - Anticipating and balancing the needs of multiple stakeholders.